Board of Commissioners Meeting Memorandum

**Date:** August 18, 2006

**From:** Rebecca Carter, Director of Regulatory Compliance

Subject: BROWN MACKIE COLLEGE – MICHIGAN CITY

ASSOCIATE OF SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

#### **Staff Recommendation**

The commission staff recommends that Brown Mackie College – Michigan City be granted the authority to award the Associate of Science degree in the following program:

#### **AS - Early Childhood Education**

#### **Background Information**

Brown Mackie College is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4

#### **Supportive Documentation**

- 1. Degree Applications
- 2. Instructor Qualification Record Forms

# DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution	Brown Mackie	College - Michigan C	City		
Name of Program	Early Childhood Education				
Level of Degree (AAS, A	rel of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)  AS				
Name of Person Prepari	ng this Form	Diane Didonr	na		
Telephone Number	(219) 769-3321	Applic	cation Type		
Date the Form was Prep	ared <b>August 07, 2006</b>	B ⊠ New	Renewal		
The Early Childhood Eduknowledge of the physica will develop an understa	VES: Describe what the pro- ured in order to accomplish a accation program will provide stu- al, social, emotional and intelle adding of the social and psychol knowledge, skills, ethics, and an professional.	the objectives.  udents with the general ectual needs of young of logical factors that inflets.	al and cultural children. Students uence a child and		
development of young cl 2) Apply principles a techniques (NAEYC 3) to environments for young 3) Demonstrate an a need situations and acce 4) Cultivate mutual learning opportunities.	and practices of child developm o create healthy, respectful, su	nent, cultural diversity pportive and challengi sponsibility in child abu related support servic hool and the communi	and assessment ing learning use and special uses. use to maximize		

associated with the provision of early childhood education.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Early Childhood Education				
TOTAL COURSE HOURS:		96	Check one:	Quarter H	lours 🗵	
				Semester	Hours	
				Clock Ho	urs 🔲	
LENGTH OF PRO	OGRAM:	24 months	TUITION:			
SPECIALTY CO	URSES:					
Course Number	Course <u>Title</u>				Course <u>Hours</u>	
EC1000	Introduction	on to Early Childhoo	od Education		4	
EC1100	Child Grov	vth and Developme	ent		4	
EC1200	Developm	entally-Appropriate	Practices in Early Chil	ldren	4	
EC1300		ifety and Nutrition i	n Early Childhood		4	
EC1400	Early Child	dhood Langauge A	rts and Methods		4	
EC1500	Principles	of Guidance for the	e Yong Child		4	
EC1600	Infant and	Toddler Developm	ent		4	
EC2000	Creative A	ctivities for Early C	hildhood		4	
EC2100	Assessme	nt in Early Childho	od Education		4	
EC2200	Early Child	dhood Math and So	ience Methods		4	
EC2300	Home, Sc	hool and Communi	ty Partnerships		4	
EC2400	Understan	ding Special Need	s Children		4	
EC2500	Organizati	on and Administrat	ion of Early Childhood		4	
EC2900	Early Child	dhood Practicum			4	

#### **SPECIALTY COURSES:** Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours CF 1000 Professional Development CM 1200 \*Effective Public Speaking 4 EN 1101 \*Composition I 4 EN 1102 \*Composition II 4 EN 1200 **Business Communications** 4 MC 1150 Introduction to Microcomputer Applications 4 MC 1311 Word Processing I 4 MT 1770 \*College Mathematics 4 PS 1200 \*Principles of Psychology 4 SO 1200 \*Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 58% 56 Percentage: Number of Credit/Clock Hrs. in General Courses: Percentage: 60%

Percentage:

16 / \_\_\_\_\_

40%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- Location of library; Hours of student access; Part-time, full-time librarian/staff:
   Brown Mackie College Library is located in Michigan City, IN. Library hours are Monday

   8am-9pm, Tuesday 8am-9pm, Wednesday 8am-12pm and Thursday 8am-9pm. There
   is a full-time librarian on staff.

2. Number of volumes of professional material:

In the Brown Mackie College - Michigan City library, there are 1443 volumes in addition to 302 videos/DVDs, 358 reference materials, and 75 vertical files.

3. Number of professional periodicals subscribed to:

The library currently subscribes to 35 periodicals and 5 newspapers along with Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

In close proximity to Brown Mackie College Library, there are other library facilities:

Michigan City Public Library, LaPorte County Public Library, Chesterton Public Library, and Valparaiso Public Library. All of these libraries are within a 5 to 20 mile radius.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor.  ** Include all required documentation pertaining to the qualifications of each instructor.						
Total # of Faculty in the Program:	7	Full-time:	1	_ Part-time: _	6	_

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working Experience	# Years Teaching at Your	# Years Teaching at	Check	
(Alphabetical Order)	Diploma Earned	in Specialty	School	Other	Full- time	Part- time
James Cheslek	JD	26	2	1		Х
Robert McMonigal	BS	26	1	7		х
Alice K. Schaaf	MSED	8	2	8		х
Larry Sherwood	MIS	31	2	0		Χ
Salena VanCleef	MALS	8	1	8		Χ
Jason Warren	MA	6	1	6		х
Joan Wiseman	JD	15	4	7	Х	

#### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Cheslek	James	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Brown Mackie College - Michigan City

Name	es of Courses Taught:
GV1150 American Constitutional Law	PL1122 Legal Research
BA1140 Business Law	CJ2250 Juvenile Justice
BA1250 Human Resources	CJ1150 Introduction to Criminal Justice
PL1730 Property Law	PL1123 Legal Writing
PL1450 Litigation	
CM1800 Ethics	
CF1100 Professional Development	
CM2500 Medical Ethics	

Cauras of		Anna an Cultipat of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Valparaiso University	Valparaiso, IN	J.D. Law	1971	1974
Cavin College	Grand Rapids, MI	B.A. Political Science	1966	1970
Amaliaabla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location  Northwest, IN			
Experience Hoeppner, Wagner, &		Experience  Managing Partner of a 33	From:	То:
Experience Hoeppner, Wagner, & Evans	Northwest, IN	Experience  Managing Partner of a 33 attorney firm	From:	<b>To:</b> 2000

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:	McMonigal	Robert	J
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
MT1770 - 0	College Mathematic	S	
MT 0955 -	Fundamentals of M	ath	

Course of		Avec or Subject of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana Institute of Tech.	Fort Wayne, IN	Civil Engineering	1960	1967
Columbia Pacific University	San Rafael, CA	Business & Personnel	1980	1982
Columbia Pacific Univ.	San Rafael, CA	Sociology	1982	1984
Professional Engineer	IN, IL, and MI	Professional Engineering	1986	
				ant Danie d
Applicable		Exact Nature of	Employme	ent Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	ent Period To:
	Location  Merrillville, Indiana			
Experience		Experience	From:	То:
Experience  NiSource	Merrillville, Indiana	Experience  Training Employees	From: 1980	<b>To:</b> 1996

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:	Schaaf	Alice	Katherine
	(Last)	(First)	(Middle)
NAME OF INSTITUTION: Brown Mackie College- Michigan City			
		Names of Courses Taught:	
CM1200 Ef	fective Public Speal	king	
CM1800 Et	hics		
CF1100 Pro	ofessional Developn	nent	
EN2000 Int	roduction to Literatu	ire	
MC1800 Int	ternet Research		
PS1200 Pri	nciples of Psycholog	gy	

0		Anna an Outliert of	Period of A	Attendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
International Education Services	Tokyo, Japan	Pre-school/Elem. Ed., Creative Dance&Drama	1981	1986
Home School Teacher's Association	Fukuoka, Japan	Curr. Accred. Cert., Elementary Teaching Cert.	1987	1989
College of St. Scholastica	Duluth, MN	BA in Org. Behavior, Psy and Management Majors	2000	2004
University of Phoenix	Phoenix, AZ	MS ED	2004	2006
Annliachla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Life House	Duluth, MN	Counseling, Youth Mentor, Intake, Comm. Services	10/1998	05/2000
Lowell Elementary	Duluth, MN	Teaching Assistant	10/2000	6/2001
Lakeview Christian Academy	Duluth, MN	Teacher, All Subjects, Middle and High School	10/2001	6/2002
	Michigan City, IN			

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## Please TYPE the form.

NAME:	Sherwood	Larry	D
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Brown Mackie College - Michigan City	
		Names of Courses Taught:	
BA 1140 Bu	usiness Law		
BA 1250 H	uman Resources		
BA 1300 Sr	mall Business Mana	agement	
BA 2600 Pr	rinciples of Finance		
MC 1211 S	preadsheets I and	MC 1212 Spreadsheets II	
MC1311 W	ord Processing I ar	nd MC 1312 Word Processing II	
MC 1400 D	atabase Application	ns	
MC 1700 P	rofessional Present	tation Techniques	

			Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Georgia State University	Atlanta, GA	Client-Server Networks and Distributed Processing	9/93	12/94
AT & T Prof Dev Center Executrain	Atlanta, GA	Power Point, Word, Excel, Microsoft Access	9/93	1/94
Georgia State University	Atlanta, GA	Master of Decision Sciences-Bus. Admin.	1981	1983
Georgia State University	Atlanta, GA	Master of Business Information Systems	1979	1981
			Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
AT & T and Lucent Technologies	Atlanta, GA	Senior Mgr and CIO - many other mgt positions	1970	2001
Brown Mackie College	Michigan City, IN	Adjunct Instructor	2004	Present

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## Please TYPE the form.

NAME:	VanCleef	Salena	
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
EN1101 Er	nglish Composition	I	
SO1200 In	trocution of Sociolo	ogy	
PS1200 Int	troduction to Psych	ology	
		_	-

Cauras of		Area or Subject of	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue University	West Lafayette, IN	Sociology	1989	1998
Indiana University	Gary, IN	Public Management	1999	2001
Valparaiso University	Valparaiso, IN	Liberal Studies	2002	2004
Valparaiso University	Valparaiso, IN	Human Behavior	2004	2005
Amuliaahla		French Notions of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Ivy Tech State College	Valparaiso, IN	Adjunct Faculty	1998	2005
Prairie State College	Chicago Heights, IL	Adjunct Professor	2004	Present
Brown Mackie College	Michigan City, IN	Adjunct Faculty	2006	Present

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## Please TYPE the form.

NAME:	Warren	Jason	
	(Last)	(First)	(Middle)
NAME OF I	NSTITUTION:	Brown Mackie College - Michigan City	
		Names of Courses Taught:	
EN1200 Bus	siness Communicati	ons	
CM1800 Eth	nics		
SO1200 Pri	nciples of Sociology		
EN1101 Co	mposition I		
EN0955 Fur	ndamentals of Englis	sh	
CM1200 Eff	ective Public Speak	ing	
EN1102 Co	mposition II		

Course of		Anna an Cubiant of	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue Calumet	Hammond, IN	English Literature	2002	2005
Purdue North Central	Westville, IN	Liberal Studies	1993	1999
	+			
A		Frank Nations of	<b>Employment Period</b>	
Applicable		Exact Nature of		
Experience	Location	Experience	From:	To:
Experience  Purdue North Central	Location Hammond, IN		<b>From:</b> 1999	<b>To:</b> 2005
•		Experience Teaching all levels of		
Purdue North Central	Hammond, IN	Experience Teaching all levels of Composition Teaching Reading	1999	2005

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## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Wiseman Joan Frances
(Last) (First) (Middle)

NAME OF INSTITUTION: Brown Mackie College-Michigan City

Names of Courses Taught:			
GV1150 American Constitutional Law	PL1230 Family Law		
CM1200 Effective Public Speaking	PL1450 Litigation		
CM1800 Ethics	PL1530 Contract Law		
CJ1150 Introduction to Criminal Justice	PL1730 Property Law		
CJ2150 Criminal Procedure	PL1830 Criminal Law		
CJ2250 Juvenile Justice			
PL1122 Legal Research			
PL1123 Legal Writing			

Course of		Anna an Cubiast of	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Purdue University	Westville, IN 46391	Bachelor of Liberal Studies	1985	1989
Valparaiso University School of Law	Valparaiso, IN 46383	Juris Doctor	1989	1992
			<b>Employment Period</b>	
Amaliaakla		French Nations of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:
	Location  Michigan City, IN 46360			
Experience		Experience	From:	То:
Indiana licensed Attorney	Michigan City, IN 46360	Solo practice Teaching Constitutional	From: 1992	To:

